

HQ UNITED STATES AIR FORCE ACADEMY



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Supply

STORAGE AND RELATED OPERATIONS

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SUMMARY OF REVISIONS

Updated Functional Address Symbols to reflect new organizational structure under the 10th Mission Support Group. The USAF Academy supplements to paragraphs 14.14.6.3., 14.19.1.3, and 14.36.1. have been deleted. AFMAN23-110 was changed to AFMAN 23-110CD throughout the document. An (*) identifies revisions from the previous edition, 14 November 2000.

Section A – Storage and Issue Procedures

14.6.1. Storage and Issue personnel will utilize a stand-alone Automated Stock Number User Directory (ASNUD), located in Document Control, versus posting to a hard copy of the Stock Number Directory (M14) to sustain post-post operations. The ASNUD will be maintained and updated by the Computer Operations Section in conjunction with the update to the “Y” drive. In the event the computer is inoperative, Storage and Issue will follow post-post procedures, utilizing an AF Form 1991, **General Purpose Creation**, suspense file, and provide this information to Remote Processing Station to manually update the stand-alone ASNUD, pending computer recovery.

14.8. Storage and Issue personnel will review item records having a unit of issue of “FT” quarterly, to load or delete Issue Exception Code (IEX) “4” upon the receipt of validation listing.

***14.15.4. (Added).** For weapons requiring temporary storage not to exceed 24 hours, follow the procedures in AFMAN 23-110CD, Vol I, Part One, Chapter 10, Section S, USAF Supply Manual, Basic Air Force Supply Procedures, Supply Management Procedures/Special Equipment and Supplies, Safeguarding Government Property.

14.17.4. The Health Hazard Approval List (HHAL) is not processed at the USAF Academy. The information in the HHAL is retrieved from the Hazardous Material Tracking System User Authorization Listing.

Section B – Inspection Procedures

14.23.4. Follow-up inspections are not required.

***14.30.1.** All FCH inputs must be approved by letter through the Project Manager and Accountable Officer prior to processing, except those affecting the transfer of assets to the -1 adjunct record. After both individuals sign the approval letter, the transaction may be processed. The FCC/FCH is then filed with the approval letter.

14.35.1. A central file of DD Forms 1348-6 will be maintained in the Demand Processing Section.

14.42.5. HHAL data is maintained through the Hazardous Material Tracking System User Authorization Listing and will be provided on an as-needed basis.

Section C – Pickup and Delivery Procedures

***14.59.** Warehouse Light Truck Drivers are responsible for picking up both serviceable and unserviceable/scrap XB3 items from organizational pick-up points.

15. Form Adopted: AF Form 1991, **General Purpose Creation**

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